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FILE

Personnel 3

DD/S 72-1790

4 MAY 1972

MEMORANDUM FOR: Director of Security

SUBJECT : Commendation [redacted]

1. Over the past several years, [redacted] of your Staff has been acting as Administrative Officer for virtually all Staff and Contract employees assigned by the Agency to [redacted]. While most of these individuals have been Office of Security personnel assigned to [redacted] more recently a number have been employees from outside that office. In the past several months, he has assisted in the conversion of two Staff employees to Contract status so that they might be assigned to [redacted] to assist in a computer program. [redacted] efforts in this regard have been on a voluntary basis and are outside of his normal responsibilities.

2. Since this office has been the recipient of [redacted] assistance, I would like to express our appreciation to you and to [redacted] for this assistance and to commend him for the excellent way in which he has handled these complex problems. He has done so willingly and has attempted to familiarize personnel in this office with the procedures necessary to handle these cases. Without his assistance, the assignment of these individuals would have been a tremendous burden for this office. I would appreciate it if you would convey my appreciation to [redacted]. I have sent a copy of this memorandum to the Director of Finance which I hope will be made part of [redacted] official personnel file.

[redacted]
Special Assistant to the
Deputy Director for Support

cc: Director of Finance

SA-DD/S/CWK:bak(3 May 72)

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